

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Copier Equipment for the New Headquarters Building

FROM:

C/PP&SS/P&PD/OL
166 P&P Bldg.

EXTENSION

NO.

OL 11019-84

DATE

30 January 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/NBPO/OL
4E50, Hqs.

2. Attn:

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*Well, that
certainly clears
the air!*

P

31 January 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL

STAT ATTENTION:

STAT FROM:
Chief, Plans, Programs and Systems Staff,
P&PD/OL

SUBJECT: Copier Equipment for the New Headquarters
Building

1. In response to your request for specific information concerning copying requirements for the new Headquarters Building, the following information is submitted.

2. At the present time, there are 90 standard office copiers in thirteen buildings which would be relocated to the new Headquarters Building in FY87. The cost of the vendors relocating those machines to Headquarters in FY87 is projected to be about \$19,000. This projection is based upon the call charges, relocation charges, and reinstallation charges from each of six vendors for the 38 models involved.

3. If the Agency were to move machines, it would be liable for damages ranging from \$1,000 to \$30,000. A large portion of the \$19,000 is for vendor preparation of machines for moves to ensure proper packing and reinstallation charges. Perhaps the Agency could avoid as much as half of the total charges by moving the machines, however, the risk of damage to the equipment and the possible liability claims should preclude the selection of this option.

4. If the proposal to replace the existing 90 machines with several copy centers were adopted, the relocation charges would be avoided. However, the Agency would have to pay termination penalties for any machines cancelled during contract periods. Therefore, timing for the move would have to be projected accurately far in advance.

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5. Of the offices scheduled to move to Headquarters in FY87, the current copying volume of 20,800,000 copies per year spread across 13 buildings could be consolidated in the new building and handled by 10 copy centers (one on each of five office floors in the two towers). If this plan were adopted, the average volume for each copy center is estimated at about 175,000 copies per month. One large copier in each center could handle this requirement. The total cost of current copying in the 13 buildings is about \$400,000 per fiscal year. Copying through 10 copy centers in one building could avoid about \$105,000 per year if ten copiers were rented. A cost avoidance of about \$250,000 per year could be realized if the ten machines were purchased and amortized over 5 years. In this scenario it would probably be necessary to have two full-time employees to maintain the ten locations by keeping paper available, changing chemistry, troubleshooting, and assisting customers.

6. Another alternative would be to have manned copy centers with a large copier for the bulk of the work and a smaller copier for priority walk up requests. The overall equipment cost savings on this alternative would be approximately \$50,000 less per year than a one copier unmanned center; however, from a support, customer convenience standpoint this may be the better alternative. Additionally, manned copy centers would require a minimum of 20 part-time positions.

7. In addition to the customer support/service issues, several offices scheduled to move to the new building claim a requirement for an individual office copier not to be shared with other offices due to the sensitive nature of their work. This compartmentation issue will have to be resolved before planning for copy centers.

8. If you require any further assistance in this matter, please give me a call on extension



STAT